

# Inserting and Formatting a Table Summary

*Microsoft Word* has different features that can help organize information. One way to organize text is to use a table. *Word* allows for users to choose the number of columns and rows in the table. The text that is entered into the table, as well as the table itself, can be formatted in a variety of ways.

## Step-by-Step Directions

### Inserting a Table

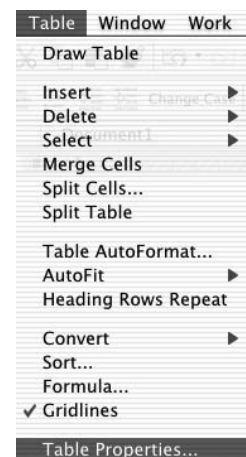
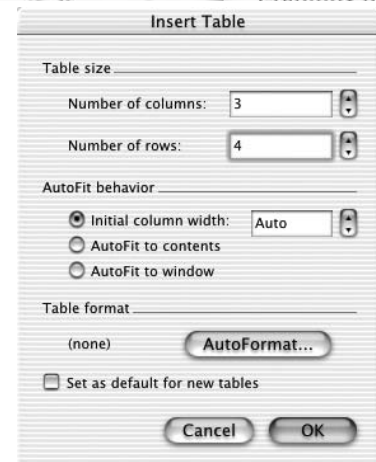
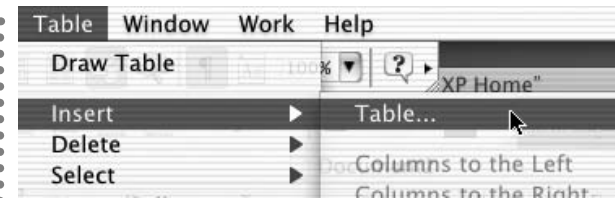
1. Move the cursor where you would like the table to begin.
2. Click **Table** on the Menu bar.
3. Choose **Insert>**. Click **Table**.
4. Choose the number of columns (vertical) and number of rows (horizontal) needed. Click **OK**.

### Formatting a Table

1. There are many ways to make changes to the text in the table. Use the buttons on the **Formatting** toolbar to change the style, color, or size of the text.
2. Click **Table** on the Menu bar. Use options such as **Merge Cells** and **Split Cells...**
3. Click **Table** on the Menu bar. Choose **Table Properties...** to make changes to the rows, columns, or cells.

### Adding and Deleting Rows in a Table

1. To add a row, click **Table** on the Menu bar, choose **Insert>**. Select **Rows Above** or **Rows Below** depending on where the cursor is and where you would like the row to appear.
2. To delete rows, click **Table** on the Menu bar, choose **Delete>** and then **Rows**. This will delete the row the cursor is currently on.



## Quick Tip

Once a table has been inserted, you can use the AutoFormat feature to change the look of the table. Click **Table** on the Menu bar. Select **Table AutoFormat**. Choose from the table styles and click **Apply** to change the table.